



## WHAT TO DO IN THE EVENT OF A LOSS

### **Immediate Steps to Take**

1. Contact Emergency Services (Fire, Police, etc.).
2. Contact Head or Director(s) of agency or office involved.
3. Contact Restoration Services companies:
  - a. ServiceMaster - 866-971-4923
  - b. ServPro – 866-595-6078
4. Contact DFA:
  - a. Primary – Call George Roberson / 601-720-4207-cell 601-576-2553 office
  - b. Secondary – Call Daphne Baker / 601-576-2554 office

### **Current or Next Business Day**

5. Complete State Property Loss Notice form (next page) and email to George Roberson and Daphne Baker ([george.roberson@dfa.ms.gov](mailto:george.roberson@dfa.ms.gov); [daphne.baker@dfa.ms.gov](mailto:daphne.baker@dfa.ms.gov)) .
6. Open a new general ledger account to record all costs/expenses/expenditures related to the loss. Use the [Elements of Extra Expense Claim](#) form as needed.



## State Property Loss Notice

Agency Name \_\_\_\_\_

Agency Mailing Address \_\_\_\_\_

\_\_\_\_\_

Date/Time of Occurrence \_\_\_\_\_

Location of Occurrence (Building and Address) \_\_\_\_\_

\_\_\_\_\_

Agency Head \_\_\_\_\_

Agency Head email \_\_\_\_\_

Agency Head Office phone \_\_\_\_\_

Agency Head Cell phone \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_

Alternate Contact Person email \_\_\_\_\_

Alternate Contact Person Office phone \_\_\_\_\_

Alternate Contact Person Cell phone \_\_\_\_\_

Description/Cause of Loss \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Building Damaged

\_\_\_\_\_ Contents Damaged

Please complete and return to [george.roberson@dfa.ms.gov](mailto:george.roberson@dfa.ms.gov) .

Questions? Contact George Roberson 601-576-2553 or 601-720-4207